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ABSTRACT

Highlights of the 1975/76 annual report for the University Libraries at the State University of New York at Albany include: (1) acquisitions dropped markedly; (2) follow-up on the report of the library review team, including the beginning of a long term project of developing a statement of mission and objectives for each unit by library staff and implementation of various recommendations; (3) a budget crisis caused the loss of three professional and one clerical position; (4) a budget freeze resulted in vacancies in 25 library positions; and (5) a Library Council was created. This report presents objectives and expenditures for administrative services, personnel, bibliographic development, bibliographic operations, reference services, and the Division of Special Services. Statistics for library operations and a list of faculty activities are appended. (Author/AP)

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ANNUAL REPORT OF THE UNIVERSITY LIBRARIES

June 1, 1975 - May 31, 1976

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STATE UNIVERSITY OF NEW YORK AT ALBANY

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I. INTRODUCTION

The year 75/76 had highlights. First, acquisitions dropped markedly. 38,095 cataloged volumes were added, 10,847 fewer than in 74/75, a decrease of 22 percent. This decrease is attributable to the $162,000 cut from the acquisitions appropriation by the Executive Budget for FY 75/76.

The second highlight of the year was the follow-up on the report of the library review team. The library staff began a long term project of developing a statement of mission and objectives for each library unit. The library administration sought and secured approvals from various building and safety code authorities for improvements in library security. A staff task force made recommendations which were implemented to improve the performance of the Periodical Room. A reorganization was announced which improved the morale and quality of service at the Circulation Desk.

The third highlight of the year was the budget crisis following from the Executive Budget for FY 76/77. The library lost three professional and one clerical position in these cuts, having earlier lost one professional and three clerical positions for a total loss, effective April 1, 1976 of eight positions - four professional and four clerical. This coming on top of position losses in previous fiscal years so that since June 1, 1972, the library lost thirteen positions.

The fourth highlight of the year was the budget freeze. While the library was eliminating positions, turnover was occurring at nearly the normal rate, but vacancies could not be filled except through a time consuming exemption procedure requiring *inter alia* approval from the Division of the Budget. Normal processing under this procedure required six weeks to secure on campus approvals and another four to six weeks off campus. At the end of the year the library had a vacancy rate of 15 percent (25 positions).

In addition to frozen vacancies and eight eliminated positions, the library was required to justify all positions for twelve months in lieu of converting some to less than twelve months. It is regrettable that the Division of Budget refuses to recognize that library service at a university center is a year round proposition and that twelve months employees are not (due to vacations, sick leaves, holidays, etc.) in fact at work much more than eleven. It seems absurd to even have to make these two points.

The fifth highlight of this year was the dissolution by the University Senate of the Academic Services Council and the creation of a Library Council. The former had been created effective in September, 1972, with a tripartite charge including the University Library, the Educational Communications Center, and the Computing Center. This troika proved unmanageable and thus a new council with a narrower charge was created effective September, 1976.

CONCLUSION

Readers will find details for the year following, presented in the language of the persons responsible for each unit. There is appended statistics and a list of faculty activities. Before presenting these views a final observation is in order. There seems to be little understanding of the complexities involved in the operation of a university library. The library is a microcosm of the campus in terms of activities (instruction, research, purchasing, accounting, plant management) and in term of personnel (academic, non-teaching professional, civil service, part-time students). There also seems to be little understanding or appreciation of the fact that the SUNY system and New York State present the

most complex administrative environment for higher education in the nation. It is regrettable that the campus succumbs to rather than resists the natural human tendency to mirror its external environment. The tangible and intangible costs to the University at Albany of administrative complexities and bureaucratic constraints both internal and external are incalculable, but the ultimate cost may well be the greatest, that is, to fail in our mission.

C. James Schmidt
Director of Libraries
October 1, 1976

II. ADMINISTRATIVE SERVICES

By

William E. Snyder

Assistant to the Director and Head, Administrative Services

During the past year the organizational units within Administrative Services remained unchanged: Accounting, Personnel, Print Center, and Shipping and Receiving. Operations of the department were impeded by protracted sick leave for three staff, maternity leave for a fourth person who later resigned, and resignations by two other staff. The fact that Administrative Services continued to function during this period of understaffing is a credit to those in the department who willingly and ably assumed additional responsibilities. The volume of work was such, however, that additional support was needed. Continued operations were made possible by the cooperation of two departments, Bibliographic Operations and Special Services, which provided, and in one department continues to provide, additional support despite the impact on their operations.

Major items purchased from the equipment account this year include the following:

Shelving	$3938.65
Map case	650.00
Head sets (8)	239.60
Phono players (4)	589.80
Binding machine	1995.00
Curb-side book return	1300.73
	$8713.78

External processing of orders for one Xerox microfiche reader and two microfiche storage cabinets was terminated by the gubernatorial freeze on equipment purchases. As in past years the inadequate equipment allocation, $4000, had to be supplemented by a transfer of funds amounting to $5715 from the Supplies and Expense Account to Equipment. The equipment freeze resulted in the inability to expend $1001 encumbered for the microfiche reader and cabinets.

Several items were purchased from funds other than the library equipment allocation. These included a second curb-side book return funded by the Office of the Vice-President for Academic Affairs, a Hebrew typewriter acquired by Judaic Studies funds deposited with the SUNYA Foundation, and an Embosograf sign maker with monies from Faculty-Student Association Account 230-9Q.

Two state-funded photocopiers on rental contract were upgraded. One Xerox Model 4000, located in the Photocopy Center, was upgraded to a Model 4500 to provide sorting capability. The staff photocopier, Xerox Model 2400 located in Room 119, was also upgraded to a Model 4500 for its sorting capability. The increased usage on coin-operated photocopiers, funded by an account maintained with the Faculty-Student Association, necessitated replacing one heavily-used Xerox Model 4000 with a new Model 4000. An additional Xerox Model 4000 was rented and placed near the Documents Reference Desk to reduce queuing in that area. One IBM Copier II was converted from state-funded to vend operated. Total number of photocopiers increased from eleven to thirteen: three are state-funded, and ten are coin-operated.

In July, 1975, a SUNY Central Administration mandate prohibited journal transfers to fund photocopying by academic units on library equipment. The increased expenditure amounted to approximately $14,000. To help off-set this unanticipated expenditure, the campus administration approved payment of $12,000 of acquisitions invoices from other campus, non-library allocations. A new procedure was instituted in FY 1976/77 in which photocopy costs incurred by academic units are charged to departmental Supplies & Expense accounts at quarterly interval.

Increased catalog card production by the Ohio College Library Center resulted in yet another decrease in card production by the Print Center; however, the total number of items printed in-house continued to increase. This may be attributed to several factors: the ability to meet printing requests within a twenty-four hour period; augmented distribution of reports and memoranda resulting from staff participation in governance; and the production of materials for two professional associations, SUNYLA and the Eastern New York Chapter of the Association of College & Research Libraries.

Review of Objectives for 1975/76:

1. Development of a schedule for routine maintenance of microform equipment, including a log listing model, serial number and location.

A log has been completed and a routine maintenance schedule has been instituted.

2. Reduction of photocopying expenditures on state-funded equipment.

Several plans to reduce expenditures on the staff photocopiers in room 119 were considered. One possibility was the installation of an auditron unit on the copier. One auditron, under the control of the departmental supervisor, would be issued to each department. A major objection to this plan, in addition to the effect on staff morale, was the impact on the supervisor's time in authorizing and then issuing the auditron for each request. An alternative proposal involved the relocation of the staff photocopier to the Print Center where all printing and photocopy requests would be handled by that unit. This proposal, too, was disapproved for the reason that current Print Center staffing was inadequate to cope with all printing and photocopy needs in addition to their other responsibilities.

Since the Supplies & Expense budget has been sufficient to maintain the present level of staff photocopying, the current system will be continued until funding becomes an issue of greater importance.

3. Installation of an exit control system.

A system to secure selected exits, based on blueprints obtained from the library at the University of Guelph, Canada, was developed by the Campus Physical Plant and approved by appropriate safety officials, campus and state. Installation, initiated this past March, continues. Final installation of this system will complete Phase I, securing the exits, as part of the broader problem relating to theft of library materials. Phase II, installation of a book detection system, has been delayed by an incredible bureaucratic process further compounded by undue interference and unmitigated pressure by vendors on the library staff, the Office of General

Services, the Department of Audit and Control, and the Governor's Office. At the end of May officials in Audit and Control overturned the Office of General Services' recommendation for the purchase of 3 M's Tattle-Tape Book Detection System and awarded the contract to Knogo. 3 M contested the award on the grounds that Knogo did not meet contract specifications. A meeting was scheduled in early June to review both the specifications and the decision. The decision to waive the specifications and award the contract to Knogo was affirmed.

4. Improvement in the general maintenance of the building.

The general appearance of the building has suffered further deterioration. Retrenchment and frozen vacancies in maintenance staff has reduced the staff assigned to the library. Each crew member is now responsible for 22,100 square feet; state recommendations specify a ratio of one person for each 13,500 square feet. Until line items are restored, improved maintenance is unlikely.

For the first time since the library was constructed in 1966, all draperies were dry-cleaned at a cost of $3695. The cleaning, deemed necessary to prevent dry-rot, was justified to the Office of General Services on the basis that replacement of the draperies was fiscally impossible on a budget with no provision for replacement of capital expenditure items. One sofa and four chairs were upholstered.

STATISTICAL REPORTS

ACCOUNTING

Orders Processed

Budget Category	Year	Number of Purchase Orders	Number of Vouchers
Equipment	1973/74	33	33
	1974/75	24	24
	1975/76	6	6
Acquisitions	1973/74	12	4610
	1974/75	12	3630
	1975/76	12	5161
Supplies & Expense	1973/74	281	281
	1974/75	244	244
	1975/76	293	293

PRINT CENTER

Photocopying - Faculty Student Association Funded Equipment

Year	Number of Copiers	Number of Copies	Rental Costs
1973/74	6	684,821	$24,234.09
1974/75	8	767,881	30,232.93
1975/76	10	1,377,001	51,266.56

Photocopying - State-funded Equipment

Year	Number of Copiers	Number of Copies	Rental Cost
1973/74	3	603,617	$16,636.51
1974/75	3	527,255	19,253.57
1975/76	3	634,398	20,041.20

Photocopying - Library Staff

Year	Number of Copies	Rental Cost
1973/74	189,944	$5239.14
1974/75	147,841	4676.41
1975/76	153,994	5032.65

Printing

	Number of Impressions			
Year	Catalog Cards	Other Card Stock	Paper Stock	Total
1973/74	73,752	150,023	214,293	438,068
1974/75	68,391	41,862	364,010	474,263
1975/76	14,490	41,840	456,820	512,770

Print Center

Printing Costs - Paper Stock

Year	Number of Reams	Cost
1973/74	1847	$2111.70
1974/75	670	2607.66
1975/76	2385	5121.00

III. PERSONNEL

By

Jean M. Whalen

Assistant to the Director and Personnel Librarian

The severe budgetary problems experienced by the State of New York dramatically set the tone for SUNY during 1975/76 and the impact on SUNYA and on the Library has been pervasive. The impact was very immediately and personally felt in this office when Ms. Kathleen Murray, Stenographer, resigned her position in May 1976. Her resignation leaves the only support position in the Library Personnel Office vacant and, as are all other vacant library positions, frozen.

In the area of Personnel, the most obvious effect of the economic crunch was the imposition of a gubernatorial hiring freeze in November 1975. This freeze extends to the use of Temporary Services funds for hiring anyone but student assistants. Thus, although available in the Library's Temporary Services allocation, funds could not be used for hiring non-students for short-term projects requiring special expertise (e.g. Judaica collection) or to replace the non-student employees used for exit control.

The following table reviews activity in the areas of appointment and resignation (regular positions) during the last three years. The resignation numbers remain relatively stable. The appointment figures graphically demonstrate the serious staffing shortages the Library is experiencing as this report year ends. There were 10 vacancies last May (1 Academic, 2 Library Technical Assistants, 7 Classified Service); there are 23 vacancies this May (6 Academic, 17 Classified Service) and 4 additional resignations will be effective in June (2 Academic, 2 Classified Service).

APPOINTMENT AND RESIGNATION ACTIVITIES 1973 - 1976

	73/74	74/75	75/76
Resignations			
Academic	7	3	7
NTP	6	7	1
Classified Service	16	14	13
	29	24	21
Appointments			
Academic	9	6	1
NTP	11	4	2
Classified Service	20	17	1
	40	27	4

The staffing problem has been compounded by the necessity to identify lines to be eliminated. The following vacant positions have been (will be) eliminated thus reducing the regular Library staff to 162 FTE:

Effective August 31, 1975:

Stenographer
Assistant Librarian

Effective April 1, 1976:

Typist
Stenographer
Stenographer
Technical Assistant

Effective August 31, 1976:

Typist
Assistant Librarian
Associate Librarian

While it may be argued that in comparison to library staffs serving similar institutions, SUNYA has been more generously staffed than some others, I believe that the Library is now facing a serious staffing shortage. The vacancies reveal only part of the picture - maternity leaves, extended leaves of absence due to illness, etc., further reduce available manpower. Although supervisors have very unselfishly responded to requests to redeploy staff to cover areas critically impacted, the extent of such shifting is limited by such factors as the Civil Service regulations which do not allow employees to work out of specification. If the hiring freeze is not lifted, serious consideration must be given to whether or not published hours of operation and current services can be maintained during the next academic year.

Major Areas of Activity

FACULTY

Only one appointment has been made this year. Recruitment, however, has been initiated for several positions with the expectation that exemptions from the hiring freeze can be obtained. (As of this report, no exemptions - which must be authorized by DOB through administrative channels - have been obtained.)

Difficulties encountered in previous years in identifying well qualified candidates for vacant Bibliographer positions were again encountered this year when recruitment for the position of Business Bibliographer was initiated. Having failed to identify suitable candidates, the position is being readvertised. Recruitment also took place for the position of Head, Reference Services, and two candidates were interviewed. The screening committee has not yet come to closure on this position. Recruitment is currently underway for the position of Head, Circulation Services. Job descriptions for two vacancies in Reference and one in Cataloging have been generated and recruitment will begin shortly. The Personnel Librarian recruited at the ALA Conference in San Francisco in July, 1975, and also at the ALA Midwinter Conference in Chicago in January, 1976.

Although time did not permit an extensive recruitment trip to Library Schools, knowing that there might be two or three professional vacancies this summer and fall, I arranged to visit the University of Rhode Island and Simmons College in early April in conjunction with a conference in that area. At the University of Rhode Island, I met with Dean Humeston and interviewed ten students. My contact at Simmons was Jim Matarazzo, Assistant to the Dean, who had arranged fourteen interviews. I have extremely positive reactions to this supplemental approach to recruiting and would assign a high priority to a more extensive trip of this nature where the vacancy roster justifies it.

The Faculty approved the recommended procedures for annual evaluations of academic employees propcsed by a Subcommittee of the Committee on Personnel. I will distribute to Director's Council a list of the appropriate dates when evaluations should take place for their academic staffs. When this procedure is implemented, there will be established procedures for annually evaluating all categories of regular staff: academic employees, NTPs, and classified service employees.

I continue to work closely with the Chairpersons of the Committee on Personnel and the Promotion and Tenure Committee when candidates are considered for promotion and/or continuing appointment. I also continue to serve as an ex-officio member of the Committee on Personnel. Although a large amount of time is required for meetings and subcommittee activities, since the work of these committees is so closely related to activities in the Library Personnel Office, the ongoing contact is essential.

NON-TEACHING PROFESSIONALS

The questions of the appropriate role of NTPs in the present library governance structure was determined externally when the SUNYA Faculty by-laws were altered to include NTPs as full members of the Faculty. Appropriate changes in existing internal documents to reflect this change have been undertaken by the Committee on Personnel.

A Subcommittee of the Committee on Personnel also recommended a procedure for awarding discretionary increases to NTPs which was approved by the Library Faculty.

CLASSIFIED SERVICE EMPLOYEES

As in other categories, staff shortages have contributed to a morale problem as remaining employees must assume additional duties. The absence of promotional possibilities in this category has been highlighted this year (in 1973/74, there were eight employees promoted within the Library; in 1974/75, one was promoted; in 1975/76, no one has been promoted.) The problem is very real and extremely complex and the solution, if any, can only be sought externally.

STUDENT ASSISTANTS

Temporary Service Funds - The Library Personnel Office now deals directly with student supervisors and has held several meetings with them to review procedures and answer general questions. The work of this office was immeasurably aided this year by the coordinating of student staffing assumed by Anne Dowling, Administrative Assistant, Bibliographic Operations.

This spring I arranged to borrow two slide tapes made by personnel at the Columbia Library for the purpose of orienting and training new student assistants and viewed them with several supervisors responsible for training large numbers of students. As a result of discussions in this group, I have been asked to compile a manual for students to include all general information they should know and to suggest an outline for a slide tape to be produced for orienting our student assistants.

Following our procedure last year when faced with a mandatory increase in the federal minimum wage, supervisors carefully reviewed their Temporary Services allocations and recommended that the increase be effective at the beginning of the 76/77 academic session. This decision was made after taking into consideration the implications on available staffing since, for the third year in a row, the increase in minimum wage must be absorbed by an appropriation which has not been increased. New hourly rates will be: Library Assistant I - $2.05 per hour (formerly $1.90); Library Assistant II - $2.30 per hour (formerly $2.15).

College Work Study Program - The Library continues to be very generously supported by this program. The level of this staffing, is, of course, uncertain from year to year. Since support in recent years has far exceeded expectations, supervisors are now reporting the actual hours worked by these students so that the library's total student labor work force requirements may be accurately determined. During the academic year, a total of 126 students were assigned to the Library and they contributed 33,525 hours.

Neighborhood Youth Corps - A small number of NYC students were again assigned to the Library (one to Administrative Services, two to Circulation Services) and again, the program seemed to be successful.

Additional Staffing - The Albany County Department of Social Services has made arrangements with the University to have some individuals work here and continue to be funded by Social Services. The Library has had four individuals assigned (three to Circulation Services and one to Periodicals) and they have contributed 365 hours over a period of five months. A fourth employee is to be assigned to Archives. Several of these employees have demonstrated potential for consideration for permanent positions when such positions become available.

Review of Last Year's Objectives

During a year when one major activity (appointments) was considerably reduced, I might have anticipated some progress on special projects. However, the factors which have contributed in past years to making expansion of current personnel policies and practices difficult were emphasized this year. Frequent budget crises required this office staff to drop everything else to deal with the immediate problem. Considerable time is involved in maintaining established personnel operations and the "open door" policy I encourage for staff (particularly important this year when rumors were rife). Office procedures were also disrupted by the six-week illness of the Head, Administrative Services, when I assumed his duties and by the resignations of all three secretaries in the Director's Office.

Some progress can be noted. A recruitment trip was taken this year. Job descriptions, organization charts, etc. continue to be updated where necessary. The other objectives remain important and are discussed in the next session.

Objectives for the 76/77 Year

The first objective has to be a return to normal staffing. If the hiring freeze is not lifted this summer, every attempt must be made to get the necessary exemptions in order to fill critical vacancies.

Routine operations cannot be maintained in the Library Personnel Office without clerical support. An analysis of the workload would aid in identifying the most appropriate division of responsibilities and level of staffing.

A staff orientation program is critically needed. Anticipating that there may be a number of new staff in the near future, the highest priority must be assigned to this objective. Some of the groundwork was laid when I developed the orientation program for Sandra Days, ACRL Mellon intern, and several departments have internal procedures which could be coordinated by the Library Personnel Office.

The present staff has articulated a desire to be more familiar with total library operations and the general orientation program might be expanded for this purpose over a period of time. As potential benefits, I would anticipate improved quality of library service as well as increased job satisfaction and staff morale. The time taken from normal duties which would be required to accommodate the potential numbers of interested staff is also considerable and must be weighed against the benefits.

The Personnel Librarian should continue to work with student supervisors to develop an orientation program for student assistants, including development of a student manual.

Investigate possible implementation of training courses for library supervisors - particularly those in the Classified Service Category. Such a staff development program would entail considerable expertise not currently available in the Library. External assistance should be investigated (ARL Management Office is one possibility).

IV. BIBLIOGRAPHIC DEVELOPMENT

By
Dorothy E. Christiansen, Associate Librarian
and Head, Bibliographic Development

Last year's annual report began on a note of optimism; the Department was functioning with a full staff of bibliographers for the first time in a number of years. The optimism remains even though there have been a number of personnel changes effecting the Department since June 1, 1975. As reported, on January 26, 1975, Arthur Kirwin resigned his position as Social Science Bibliographer effective August 22, 1975.

On July 1, 1975 Robert Chatterton, Business and Economics Bibliographer began a six months sabbatical leave to work on standards for libraries in proprietary business schools and on his reference tools bibliography. While on leave subject areas were to be handled by the Head of the Department in consultation with Mr. Chatterton, who was to come in to the office once a week. Unfortunately Mr. Chatterton died on August 27, 1975. His death left a large void in the Department, both professionally and personally. Barbara Rice, Science Bibliographer, assumed basic responsibility for Mr. Chatterton's departments and another recruitment effort was undertaken to fill the position of Business and Economics Bibliogapher.

While recruitment efforts were underway to fill both positions of Social Science Bibliographer and Business and Economics Bibliographer, a possible reorganization of the Library was being examined. During the early part of the summer Elizabeth Salzer, Head of Reference Services, took a position at Stanford University. The Director of Libraries felt it to be an appropriate time to investigate a possible merger between the Reference Services Department and the Bibliographic Development Department. A Task Force of two members of each of the involved departments was appointed. The Task Force was asked to investigate the desirability of merging the two departments and make recommendations, pro or con, with reasons. If their recommendation was to merge, they were to indicate the form which the resultant merged unit should take and the reasons for the recommendations. The Task Force reported its findings to the two departments on November 5 and 6. On November 12 a joint departmental meeting took place to discuss the Task Force's recommendation not to merge. The results of the meeting were submitted to the Director on November 21. The two departments are still functioning as separate but highly cooperative units.

While the merger was being investigated the recruitment effort to fill the Social Science position met with success. On November 13, 1975, Mark R. Yerburgh, formerly of Franconia College, New Hampshire, joined the staff of the Bibliographic Development Department. With his arrival we were still left with one vacant position, that of Business and Economics Bibliographer. To strengthen the recruitment effort for this position, responsibility for the Graduate School of Public Affairs was incorporated into the job description. Right after this shift of subject responsibilities a job freeze was imposed. Mr. Yerburgh accepted responsibility for GSPA and Ron Kaye of the Reference staff helped with Economics orientation lectures, but the major responsibility for the business subject areas and faculty still rested primarily with Barbara Rice.

As of January 1, 1976 Hannah Applebaum, Social Sciences/Humanities Bibliographer, left the department for a six months sabbatical during which time she was responsible for compiling the Master Index of the Smithsonian Institution, Archives of American Art, Bibliography of Arts in America: A Project for the Bicentennial. Despite the amount of work involved in this project (she is dealing with over 20,000 entries) Ms. Applebaum has found time to handle the very basic responsibilities of her position in the department.

Immediately after the first of the year, it became clear that the department would be without a Business, Economics, Public Affairs Bibliographer for an extended period of time and that it was unfair to Ms. Rice and the effected academic faculties to have her continue to "fill in." On March 11, 1976 the subject responsibilities of the Business, Economics and Public Affairs Bibliographer were divided among six of the bibliographers.

In September of 1975 a letter went from the Bibliographic Development Department to the University faculty and staff in which we outlined the services we could provide. Included in this mailing was information on the current copy service, a list of the bibliographers' subject responsibilities and a schedule of their office hours for the Fall Session. As in the past, the letter was an effort to improve the lines of communication between the Library and the Academic community and as in the past the response was not overwhelming and was somewhat uneven. The best method of improving communication between the bibliographers and the academic faculty still seems to be on a one to one basis; the style dependent upon the bibliographer and the group he/she is trying to reach. Nevertheless, mass mailings do serve a purpose. On September 25 a letter was sent to the teaching faculty along with a pamphlet entitled Library Materials Available for Research from the Center for Research Libraries. According to the reports from the Interlibrary Loan staff the response to this mailing was somewhat more gratifying.

Through the mailings, but more often because of the personal contact between the bibliographers and their academic faculties, the bibliographers are being called on to present orientation lectures to graduate and undergraduate students in their subject areas. The following is a list of the bibliographers who gave bibliographical instruction presentations during the last year with an indication of the level and number:

H. Applebaum:	3 graduate level (92 students) 1 undergraduate level (100 students)
D. Christiansen:	1 graduate level (150 students)
J. Groark:	13 graduate level (approx. 220 students) 1 undergraduate level (20 students)
R. Kaye: (Reference Staff member)	1 graduate level (approx. 30 students) (Mr. Kaye filled the Business and Economics Bibliographer position for two presentations on Economic History.)
M. LaCroix	3 graduate level (16 students)
K. Shaffer	1 graduate level (approx. 20 students) 2 undergraduate level (approx. 30 students)

Another attempt to enlighten students about library services available to them was undertaken by the Social Sciences Bibliographer and the Education Bibliographer in conjunction with the Information Retrieval staff. Through a mailing every advanced student in psychology and education was informed of what specialized library services Information Retrieval had available for them. This method of reaching the students met with limited success and is not recommended as an effective means of getting the "library services and resources" message out to our patrons.

Although the figures on bibliographic presentations do not reflect an overwhelming response from the academic community, the general feeling of the bibliographers is that the tone of their contacts have improved. The level of enthusiasm on the part of the involved academic faculty and their awareness of the value of bibliographic instruction seems to have increased and leads us to continue to encourage faculty members to call on us for bibliographic instruction presentations.

Another major function of the bibliographers, in addition to the liaison functions, is the selection of materials for the University Library collection. Materials are added to the collection through purchases or gifts. Against a discretionary budget the bibliographers select for purchase library materials which would not be automatically received by the Library through approval plans, memberships, established standing orders or established periodical subscriptions. The bibliographers select titles to purchase against discretionary funds based on faculty requests, review of the literature, awareness of collection gaps in need of filling and any or all combinations of a number of variables. The discretionary budget for FY 1975/76 totalled $100,000. The division of the funds among the subject areas was based on the bibliographers' requests adjusted to reflect the recommendations of the Select Committee on Academic Priorities. The discretionary funds were encumbered by November 1, 1975.

From November 1, 1975 through April 1, 1976 we ran into a dry period as far as being able to make discretionary purchases. The only funds we had available during that time period were from our Title IIB grant for $3,918. Luckily the grant had not been specifically designated and we were able to use the funds to fill faculty requests. After a discussion with the Director, it was decided that, in the future, in the interest of improved work flow and good faculty relations we would not be without discretionary funds for such an extended period of time nor would we have to rely on a grant for purchases.

The discretionary allocation for FY 1976/77 is $136,000. The funds were released on April 30, 1976. The funds are to be encumbered by December 15, 1976. Hopefully by February 1, 1977 a percentage of the proposed FY 1977/78 discretionary funds will be released thus shortening the spending dry spell. This should lead to improved workflow within the Library and enable the bibliographers to be more responsive to faculty requests.

In addition to the discretionary funds and the Title IIB grant, other funds were available to the bibliogaphers this year:

1. University Library Rare Book Fund (established as a result of the SLIS Community University Day Book Sale); $710.00. No expenditures have been made yet against these funds.

2. Aronowitz Fund: $6,066 available as of 2/9/76. Mina La Croix spent $2,500 on scriptural studies materials against these funds during FY 1975/76

3. Library Development Fund (1975 Annual Alumni Fund: $8,320 available as of 3/11/76). FY 1975/76 purchases against this fund were the National Council on Crime and Delinquency microfiche collection for $2,450 and the American Statistics Index 1975 non-depository microfiche collection for $2,375.

4. Helen Horowitz: $96.45 to purchase six titles in the area of Judaic studies.

The Library acquisitions funds also received a helping hand from the School of Education which paid for $1,500 worth of our invoices on January 26, 1976. Such generosity is always appreciated.

In addition to items purchased for the Library collection, the Library also receives material in the form of gifts, either as outright donations or for tax purposes. The bibliographers decide which of these gifts will be added to the University Library collection. A brief summary of our monographic gift processing activities from June 1, 1975 - May 31, 1976 is as follows:

1. Small gifts (generally donations of one to twenty volumes).

   Received: 627 volumes at an estimated value of $1,780.

   Retained: 323 volumes at an estimated value of $1,078.

2. Large gifts (generally donated for tax purposes, size varied from 21 to 837 volumes).

   Received: 2,481 volumes at an estimated value of $9,490.

   Retained: 481 volumes at an estimated value of $3,402.

The bibliographers are opposed to doing tax evaluations. The figures listed above clearly show that the Library is not benefiting from doing tax valuations. The paperwork and staff time involved in processing each tax valuation are phenomenal and the returns for the Library are minimal. Once again the Library's policy on handling gifts is to be revised, hopefully in line with the ACRL guidelines. Despite the drawbacks, it must be admitted that we did receive some valuable gifts, such as historical German political periodicals, for addition to our collection.

Review seems to be one of the key words for the Bibliographic Development Department for this past year. This was the year we began weeding the University Library monographic collection. A departmental Weeding Committee was established to set guidelines and a time table for

weeding the collection. It was decided that the second floor of the University Library would be the first part of the collection reviewed for weeding. As of April 1, 1976 2,990 volumes were weeded from the collection. The following table shows the LC classification numbers reviewed and the number of volumes weeded:

L - LD	-	1,295 volumes
P 1 - 741	-	37 volumes
PA 1 - PE 1559	-	79 volumes
PR 6001 - 9900	-	600 volumes
PS 3369 - 9992	-	328 volumes
PZ 1 - 4	-	351 volumes
Q - QR	-	300 volumes

As soon as faculty consultation is complete there are 600 more volumes to be withdrawn from the PG 1 - 3455 LC classification part of the collection. Needless to say the weeding project is proceeding at a slower pace than we hoped, but it is proceeding.

Selecting materials for addition to the University Library collections as well as weeding materials from the collection is all a part of the Bibliographer's responsibility for reviewing the library collection in support of graduate academic programs. Such reviewing is done informally on an ongoing basis for all of the programs and formally for those programs under review by the Graduate Academic Council or the State Department of Education. During 1975/76 evaluation reports were completed on the library collections in support of the following programs scheduled for review by the GAC: African and Afro-American Studies, Computer Science, Geography, Geology, Inter-American Studies, Italian, Philosophy, Speech Pathology and Audiology, and Theatre. (The library collection reports for the programs under review by the NYS Education Department were completed and submitted by April 1, 1975.) An informational report on library resources and support in the area of Slavic Studies in support of a proposed NDEA grant was prepared by Kay Shaffer.

Programs tentatively proposed for review for 1976/77 by the GAC and SED are: Mathematics, Philosophy, Clinical Psychology, Public Administration, Comparative Development Studies Center, Counseling, Student Personnel, Rehabilitation Counseling, Atmospheric Science Research Center, Neuro-Biology Research Center, and the School of Education.

An important step in communication between the Library and the Graduate Academic Council concerning review of graduate programs was made during this year. Normally the Library got very little feedback about the outside evaluators visit and/or recommendations on programs and the GAC recommendations on programs. This left us developing our collections in somewhat of a vacuum. Through negotations with J. F. Volkwein of the Office of Graduate Studies the Library has now received the evaluation packets on every program reviewed by the Graduate Academic Council in the past five years. Included in the packet is the program self-study document, the outside evaluators' report, the faculty response where available, and the Graduate Academic Council report and recommendation. The information in the evaluation packets is confidential in nature and the reports are available only to the appropriate Bibliographer, the Director of Libraries, and the Head of Bibliographic Development Department, in whose office they are filed. With the information

available to us in these evaluation packets we are better able to put our library collection development into perspective with school/department/program curriculum development. It is hoped that this coming year we can negotiate the same kind of feedback on the University programs reviewed by the NYS Education Department.

As of May 31, 1976, the bibliographers completed a review of the periodicals collection, the purpose of which was to select up to 1,700 titles for current display. As of the writing of this report the list totalled 1,177 titles. The bibliographers undershot the target so as to allow the faculty input after the display collection is established. Recommendations on titles to be displayed were also received from the Periodicals Unit staff. It will be interesting to note faculty response to the display collection as a number of petitions requesting a current periodical display area were received by the Library from academic departments in the Fall of 1975.

A final major project which the bibliographers undertook this year and completed on April 28, 1976 was the development of Bibliographic Development Goals and Objectives. Departmental objectives were built around the University Library Objectives as approved by the Library faculty in February 1976. The departmental objectives are in no way prioritized because each one can have top priority depending on circumstances, time of year, and the faculty member in the bibliographer's office at the moment in question. The departmental goals and objectives were submitted to the Director of Libraries early in May for consideration in terms of overall Library objectives.

The final part of this report is a brief review of progress toward goals established in last year's annual report and an identification of goals for 1976/77. In last year's annual report the major goals of the Department for 1975/76 were outlined as follows:

1. Developing closer cooperation between Reference Services staff and Bibliographers to meet users' information needs.
2. Increasing the improvement of communication and understanding between the Bibliogaphers and their academic departments.
3. Encouraging and engaging in closer cooperation among all units of the Library to improve all aspects of library service.
4. Maintaining the high level of cooperation among the bibliographers and between the bibliographers and the Bibliographic Development Pool.

As a group we feel that we have made great strides toward accomplishing these goals and will continue to work towards them as our goals for 1976/77. In addition to striving toward these ongoing goals as well as towards the Departmental goals and objectives approved by the bibliographers on April 28, 1976, we hope to work on a number of definable projects including the following:

Completion of the review of the Reference Collection.

Weeding the compact storage periodicals.

Weeding the general periodical collection.

Weeding the monograph collection.

V. BIBLIOGRAPHIC OPERATIONS

By
Mary Frances Collins, Associate Librarian
and Assistant Director for Bibliographic Operations

Bibliographic Operations as an organizational unit of the University Library was formed in August, 1975 by the merger of Circulation Services and Technical Services. While the combination of these two functional units does not reflect the traditional pattern of library organization, automation and changing staffing configurations have made the combined units a feasible, and in the experience of the past year, an appropriate structure. There are many natural links between Technical Services and Circulation Services in the University Library. Technical Services creates the data base upon which the on-line circulation system is based. Technical Services physically processes and repairs the inventory (library materials) for which Circulation Services is responsible. Much of the work of the two units is of a technical nature, highly necessary, but for the most part, not academic in nature. By the same token, both units have been traditionally staffed by clerical support personnel and managed by a small group of professional librarians. The problems of staff training, motivation, and day to day supervision are naturally common to both units, and are, in general, different problems than those that are faced by the managers of the more academic sectors of the library, i. e. Reference Services and Bibliographic Development.

In addition to the affinity between Technical Services and Circulation Services, several very practical considerations contributed to the merger. The Head of Circulation Services had requested to step down from that position, and the hiring freeze imposed by the Division of the Budget precluded filling that vacated position. There was also the compelling urgency to gear up this public service operation for the start of the Fall Semester, 1975.

Reorganization:

The report of the evaluation team which visited the Library in the Spring of 1975 addressed several problems in Circulation Services in need of prompt attention. The evaluators suggested that some of the relatively minor, but persistent, problems that undercut the reputation of the Library were organizational at their roots. It had long been my belief that, indeed, these perennial problems of lackadaisical housekeeping and nonchalant service at the Circulation Desk were basically attitudinal and were caused by a lack of job definition and by the department's amorphous structure.

A review of the 1974 departmental organization chart showed that five Library Technical Assistants, an assistant librarian, a departmental secretary, and a principal clerk all reported to the Head of the department. However, there was no indication on the chart, nor in practice, of the interrelationship of the positions or their relationship to the Department Head. The chart also showed, for instance, that one senior clerk was responsible for the supervision of all the student assistants, whether they were shelving books, working in reserve, picking up the periodical room, or charging out books at the Circulation Desk. This senior clerk was responsible for assigning a student assistant on a daily basis to whichever

area of the department indicated a need for student help. The fluidity of this type of organization structure made appropriate supervision and training pretty much of a hit or miss occurrence, and accountability was non-existent.

Immediately after the merger, Circulation Services was divided into three functional units: Circulation Desk; Stack Maintenance; Reserve Room. Three basic operational units were established and supervisory personnel were identified. Appropriate job descriptions were developed for each staff member, and each unit was asked to identify the level of student assistant support it needed to carry out its responsibilities. In general the affected staff responded well to this reorganization. The unit heads particularly have indicated that they are relieved to know the parameters of their jobs and the specific areas of their responsibility.

Another persistent problem which plagued the library image has been THE PERIODICAL ROOM PROBLEM. In response to the report of the evaluators, a staff wide Periodicals Task Force examined the problems and recommended that a separate Periodical Room Unit be formed. Bibliographic Operations was specifically charged with the implementation of the task force's recommendation. Jean Farrington, Assistant Librarian and former periodicals cataloger was named head of the Periodical Room Unit, and personnel were transferred from other units to staff the new unit. The staff now consists of a librarian, an LTA, a typist, a clerk, two 30 hr/wk exit aides, and one 40 hr/wk night supervisor.

In order to assist the Assistant Director in coordinating the activities of the large staff of the newly merged units, Anne Dowling, Assistant Librarian and former assistant head of Procurement was named as Administrative Assistant. Ms. Dowling has spent the year coordinating the Temporary Service allocation, and assisting the new unit heads and the Assistant Director with equipment problems, supplies, encouragement and moral support.

During the past year two units of Technical Services have also merged. The Original Cataloging Unit and the Serials Cataloging Unit were combined to form a single unit named the Cataloging Unit. Sally Stevenson has been named head of this combined unit.

The final organizational change that occurred as the result of the merger of Technical Services and Circulation Services was the abolishment of the Search Unit. Responsibility for pre-order bibliographic searching was transferred to Procurement along with Anne Shaffer who replaced Anne Dowling. In-hand bibliographic searching became the responsibility of the OCLC Unit.

Accomplishments:

1. A thorough study was made by Ms. Dowling of the statistics needed for the various external reports that the Library makes each year. Ms. Dowling worked with Ms. Osielski of the Systems Development Office to secure as much of the necessary data from the shelflist data base and the LCS daily transaction logs as possible. In addition, the statistical records maintained by each unit head have been refined to eliminate redundancy.

2. The Head of the Circulation Desk Unit, Peter Vonnegut has reported that substantial progress has been made with LCS. The following was achieved in the last year:

   1. Accurate circulation statistics for the year.

   2. A transaction log which shows each transaction by terminal and time of day.

   3. Off-line book notices in a mailable postcard form.

   4. Overdue notices are sent out on a regular basis.

   5. Cumulative snag lists are available upon request for inventory purposes.

   6. The LCS users group has been reinstituted.

   7. Liaison with SUNY Central computer staff is improved.

3. The OCLC unit in conjunction with Procurement has made substantial progress in the past year in improving the workflow and decreasing the elapsed time from the receipt of materials through the cataloging process. When response time on the terminals is satisfactory, current acquisitions are processed within two weeks after receipt (during one of the two weeks the material is on review in Procurement). All material received in the library prior to January 1975 has been cataloged, regardless of the availability of cataloging copy.

4. A Cataloging Standards and Instruction Committee composed of the three senior catalogers (Stevenson, Motisher, and Yoon) was established to raise the standards of cataloging. A series of in-service training programs were held as a means of creating interest among many of the members of the department and in introducing new procedures. An extensive training program for filers and revisors was also instituted.

5. The Interlibrary Loan Unit experienced an unusually high turnover of staff during the past year. Nevertheless, 14,106 items were borrowed for the SUNYA community and 9,992 items were loaned to other libraries. In August, 1975 the ILL Unit began participation in the Journals Access Service (JAS), a new program initiated by the Center for Research Libraries which provides free photocopies of articles available from CRL and the British Lending Library.

6. The Computer Input Unit added a total of 3,650 periodical cross references to the periodical data base, and a periodical print-out with proper cross references was produced. Also, the Unit in conjunction with the Circulation Desk Unit has devised interim procedures to indicate up-to-date status of bibliographic records in LCS to eliminate the confusion and discrepancies in that data base caused by the lack of a corrections capability in LCS bib file.

7. Substantial progress has been made toward improvement of the Periodical Room situation. An information desk has been initiated

to provide patrons with accurate information about periodical holdings and helpful assistance in locating materials. Considerable effort has been made to keep shelving on a current basis. Complaints continue about missing and mutilated issues. Hopefully, the security systems will help to solve some of the problem.

8. Procurement experienced a stable year. The Ballen and Blackwell Oxford approval plans appear to be providing adequate coverage of current American book and English imprints. Participation in the New York State book contract consultation committee has proved to be a particularly frustrating experience for the Head of Procurement and the Assistant Director. The object code for invoices has been revised and should provide more detailed information about the expenditure of the acquisition budget.

The Statistical Report for 1975/76 is found in VIII, page 32. While the statistics report an impressive amount of activity performed by an impressive number of people, the data does not begin to reflect the level of effort and dedication expended by individuals whose everyday efforts start out as hash marks on a statistics sheet and end up in an annual report. Nor do the statistics address the additional work load of our staff this year caused by the many vacant and frozen positions in all the departments. The fact that the work load in 1975/76 remained at the 1974/75 level indicates the willingness of our staff to buckle down and get the job done regardless of the problems on hand.

Goals and objectives: 1976/77

1. To recruit highly qualified candidates for the two professional vacancies in the Department (Head of Circulation Services and a cataloging position) and the two senior clerk vacancies.

2. To develop a job enrichment program to improve morale and productivity.

3. To develop improved training programs for student assistants.

VI. REFERENCE SERVICES

By
John Mielke, Associate Librarian
and Acting Head, Reference Services

The Reference Services Department has been affected by the fiscal restraints placed on SUNY, particularly in personnel. All department staff, however, have been very cooperative and gone the "extra mile" to keep service operations at last year's level.

Appointments and Resignations

During the past year, four members of the academic staff submitted their resignations: Leida Cheng, Assistant Librarian, in August; Elizabeth Salzer, Associate Librarian and Department Head, in August; Carolyn Colwell, Assistant Librarian, in April; and Ronald Kaye, Assistant Librarian, in May. One of these assistant librarian lines was surrendered for budget cuts. The State hiring freeze, which went into effect in November, has prevented us from filling the other vacancies. In August, John Mielke, Association Librarian - Coordinator of Government Publications, was elected Acting Head of the department by the academic staff, with the confirmation of the director.

During the past year, three members of the classified service staff resigned: Theresa Ziegler, typist; Rita Lawrence, typist, and Cindy Veitch, stenographer - department secretary. The State freeze on hiring did not enable us to recruit for replacements for these positions. However, we were able to recruit internally for the department secretary position and Margaret Carter, stenographer in the department typing pool, accepted the position as department secretary in October, 1975. This leaves three unfilled vacancies in the department typing pool: two typists and one stenographer.

Department Activities

The Reference Services Department Goals and Objectives were revised to reflect the new University Library Mission and Objectives which were approved and accepted by the Library Faculty in April.

The Reference Services Department has not been able to move forward with as aggressive a pace as would be possible with a permanent head of the department. The Acting Head has assumed leadership of the department as well as continuing responsibilities as Coordinator of Government Publications.

The Reference Services Department is divided into three sections: General Reference, Government Publications and Information Retrieval. Three librarians within the department act as coordinators for the Vertical File collection, Library Orientation and Instruction, and Library Services to the Handicapped. All department librarians serve at the General Reference Desk, all but one serve at the Government Publications Reference Desk and five department librarians serve at the Information Retrieval terminal. Bibliographic Development Department librarians are also scheduled for some selected hours at the General Reference and the Government Publications Reference Desks.

General Reference Section

The General Reference Section has never had a coordinator, as one was not appointed when the Reference Services Department was created as a result of the reorganization of the University Libraries in 1973. Eleanor Streun, Senior Reference Librarian, is responsible for orienting new professional staff to the General Reference Section. She also assists the Head of Reference in developing the General Reference collection.

Harriet Eames, Assistant Librarian, has been in charge of the five to six part-time student assistants who shelve in the General Reference Section and also order for and maintain the college catalog collections, and update services.

The inventory of the General Reference collection begun last year has not, as yet, been completed. Both the Reference Services Department and the Bibliographic Development Department are working on the project. Charity Roth, Associate Librarian, is coordinating the program. To date 115 missing titles have been snagged for replacement or elimination from library records and nine titles have been discarded.

Reference service is provided 89 hours per week at the General Reference Desk during regular University sessions. The General Reference Section Reference Desk answered 23,577 reference questions and 18,865 information questions during the past year.

Government Publications Section

The Coordinator of the Government Publications Section is John Mielke. Tae Moon Lee, Assistant Coordinator, supervises the Section's G.P.O. depository collection; Carolyn Colwell, the U.S. states collection; and Olivia Opello, the foreign and international materials. Four of the department's classified service staff are assigned full time to the Government Publications Section. Carolyn Colwell resigned from the library faculty in April. Her responsibilities for state documents have been assumed by Ms. Opello.

An additional National Technical Information Services SRIM (Selected Research in Microfiche) subject category was added in August 1975: Physics. The Library now receives research reports sponsored by the Federal Government in eight SRIM subject categories.

Some of the funds from the Library Development Fund, 1975 Annual Alumni Fund were used to purchase in microfiche 1975 non-depository material indexed in the American Statistics Index.

Inadequate storage space for microfiche continues to be a problem in the Government Publications Section. If the request and justification for four microfiche cabinets is accepted by the State, the problem will be solved for the next year. Our average fiche expansion rate, 59,000 fiche per year, requires 3½ cabinets per year.

A written acquisition policy for foreign and international documents was established through the cooperative efforts of the Reference Services Department and the Bibliographic Development Department.

Reference service is provided 89 hours per week at the Government Publications Reference Desk during regular University sessions. The Government Publications Section Reference desk received 5,323 reference questions and 2,218 information questions during the past year.

32,615 U.S. documents, 2,557 state documents, and 7,074 foreign and international documents were received. The section received 47,554 microfiche, 71 boxes of microcards, and 48 reels of microfilm.

Information Retrieval Section

Sara Knapp is coordinator of the Information Retrieval Section; Jacquelyn Gavryck, assistant coordinator; Elaine Miller, Frank Pozo, and Maria Zych are search analysts in the Section. Libby Schwartz, typist, serves as secretary for this section. The Information Retrieval Section completed 1,910 searches during the past year.

The Section issued three bibliographies this year under the editorship of Jacquelyn Gavryck: Selected Research Tools in Economics, Labor and Industrial Relations, compiled by Ronald Kaye; The Africans in the Western World: Their Heritage and Contribution: Reference Materials, compiled by Ruth Peabody; and Psychology and Cognate Subjects: A Bibliography of Selected Reference Sources, compiled by Harriet Eames.

The main concern of the Information Retrieval Section this past year has been the question of whether or not to charge patrons for computer searches. This question became particularly pressing when Psychological Abstracts raised its price to $20.00 a connect hour for online and offline time. The coordinator has computed an average cost per search for each of the data bases we use.

Last fall, the SUNY Biomedical Communication network introduced BIOSIS, the Biological Abstracts data base, with access to materials back through 1970.

The Information Retrieval Section performed a User Survey during three selected weeks of the past year. 174 questionnaires were distributed but only 41 were returned. The survey was designed to collect user characteristics and attitudes toward our computer-based reference service. A summary of conclusions are in the Coordinator's annual report.

Vertical File Collection

Naomi Martin is coordinator of the Vertical File Collection. The continual reviewing and weeding of materials in the vertical file has been slowed down somewhat this year due to the reduction of support staff. Emphasis has been placed on the acquisition of current materials for the Career File. Lists of schools accredited by various professional associations have been added to the Career File. 980 items were added to the Vertical File this year; 231 items added to the Career File.

Library Orientation and Instruction

Anne Roberts is coordinator of library orientation and instruction for the Reference Services Department. Late this year, the title of assistant coordinator was established. Elaine Mille has assumed these duties.

Primary activities of the coordinator this past year have been orientation and instruction work with the English 100 classes and EOP, and the summer freshman orientation program. The coordinator was also involved in the production of three slide tapes: "Welcome to Government Publications," "A Search Strategy for Library Research," and "The Card Catalog." Orientation and Instruction programs were offered to 4,195 people this past year.

Library Services to the Handicapped

Ronald Kaye, coordinator for work with the handicapped, resigned in May. Frank Pozo has been appointed the new coordinator.

Reference Services Department's Specific Objectives for 1975/76; Where Do We Stand.

The following objectives for 75/76 were in the department's 74/75 annual report. A brief progress report follows.

1. Completion of the reference inventory.
   The reference inventory has not been completed. This project was begun in the Spring of 1974 with the cooperation of the Bibliographic Development Department. The reference collection was divided into 53 sections with a Reference Services librarian and a Bibliographic Development librarian assigned to work together on a section. The purpose of the inventory is to identify missing titles and volumes, discard unneeded materials, transfer materials to other collections in the library, note collection weakness, etc.

   22 of the 53 categories have been completed to date with appropriate reports submitted to the coordinator of the project, Charity Roth.

2. Completion of processing backlog of foreign documents.
   During the 1973/74 Intersession, the Government Publications Section was moved from B3 to 137 and 119. At this time, some 30 boxes of uncataloged foreign documents were sent to Technical Services to be reviewed by the Bibliographic Development faculty and those titles retained cataloged by the Cataloging Unit. At the end of FY 74/75, this project had not begun. Several factors delayed the project. Technical Services (now Bibliographic Operations) had moved into new quarters during the 73/74 winter intersession. Additional moves effecting this department during the 74/75 winter intersession were factors in delaying the processing of these materials. Also, the library did not have a policy on foreign and international documents at that time. In August 1975, an Acquisition Policy for Foreign and International Documents was established by the library which could then be used as a guideline for selection. Olivia Opello, assistant librarian in charge of foreign and international documents, sorted the materials this past April and the Bibliographic Development faculty is to review the material by August 15th. Next year's annual report should report the project completed.

3. Development of guidelines for the expansion of microforms and maps.

   In June 1974, an exchange agreement was arranged with U.S. Geological Survey whereby the Government Publications Section would receive all U.S.G.S. topographical maps. A procedure for processing and housing these maps has been developed although it has not as yet been written down. We are fortunate this coming summer to have a SLIS student who will be devoting 10 hours a week to the map collection. This is the first time since we began the exchange program that we've been able to assign a person to be specifically responsible for the maintenance of our maps. Procedures developed over the year will be written sometime this summer.

4. Improvement of Campus Communication in the area of library orientation and instruction.

   There has most definitely been an improvement of campus communication in the area of library orientation and instruction. The coordinator of this program has worked with the English 100 faculty and EOP faculty in developing orientation and instruction programs for their students. Statistics show some 1700 more undergraduate students exposed to the library's O & I programs this past year than last year.

5. Study of institution of charges for information retrieval service.

   The Coordinator of Information Retrieval and the Director of Libraries have worked together this past year on a cost study of the library's computer-based reference services. A cost per search by data base has been computed and the two points yet to be decided are how the funds would be handled and a decision by the Director of Libraries and the University Administration to institute a charge policy for the Fall 1976 Session.

Departmental Goals

The ultimate goal of the Reference Services Department is to participate in the mission and over-all objectives of the University Library. To work toward the attainment of this ultimate goal, the following interim goals are assigned to sections of the Reference Services Department.

General Reference Section

The first goal of the General Reference Section is to continually improve the quality of both its direct and indirect reference service by adequately meeting the present reference needs of the library's patrons and by accurately anticipating their future requirements.

In progressing toward this goal, the General Reference Section must provide patron service by answering personal or telephone queries for factual information and by instructing patrons in the use of library tools and materials. Indirect patron service must be provided through formal classroom or other group instruction, library tours, and the preparation of bibliographies and other

library guides. In providing both direct and indirect service, proper referral should be made to other departments and/or agencies having more and/or better materials and/or services in areas of patron interest.

The second goal of the General Reference Section is to develop and maintain a reference collection suitable to the instruction and research of the State University of New York at Albany. This collection must undergo continuous evaluation so that out-of-date or superseded materials can be weeded and discarded or transferred to the library's circulating collections and appropriate new materials can be acquired. This collection must be organized in a way which is both logical and convenient for librarians and library users.

In progressing toward this goal, the faculty of the Reference Services Department should read printed reviews of new library meterials, consult with faculty colleagues in other Library and University departments, and solicit suggestions for collection development from library patrons. Sufficient support staff shall be employed to keep materials reshelved and in proper order. Suggestions for improved organization of materials will always be considered.

The third goal of the General Reference Section is to build and develop a reference faculty of high quality.

In progressing toward this goal, there must be national recruitment of faculty with varied backgrounds. All present and future faculty must be encouraged to familiarize themselves with both the reference and government publications collections and with all of the services of the Reference Services Department, to develop specializations in specific fields or types of materials, and to attend professional meetings and workshops, pursue formal class study and independent study, and read professional literature. Faculty should also be encouraged to prepare book reviews, bibliographies, and other library guides useful to library users and to provide instruction to other librarians, library patrons, and potential patrons.

Government Publications Section

The first goal of the Government Publications Section is to continually improve the quality of both its direct and indirect documents reference services.

In progressing toward this goal, the steps outlined under the General Reference Section for the development of a reference faculty of high quality and the improvement of reference service should be followed.

The second goal of the Government Publications Section is to develop and maintain a documents collection suitable to the instruction and research of the State University of New York at Albany. This collection must be organized in a way which is both logical and convenient for librarians and library users.

In progressing toward this goal, the faculty of the Reference Services Department must familiarize themselves with the present and proposed instructional progams of the University. U.S. depository items and other documents must be selected in accordance with these programs and with the appropriate consultation of faculty colleagues in other Library and University departments and the appropriate solicitation of collection development suggestions from library patrons. The Government Publications Section must prepare and

maintain the records necessary to search, order, record, and process all government publications, discard superseded materials, and in consultation with the appropriate members of the Bibliographic Development Department, continually evaluate the collection so that out-of-date or little used materials can be discarded and/or replaced by microforms. Sufficient support staff shall be employed to keep materials reshelved and in proper order. Suggestions for improved organization of materials will always be considered.

Information Retrieval Section

The goal of the Information Retrieval Section is to provide an extension of traditional reference service through the use of computer-based reference resources and the publication and distribution of subject bibliographies and other library guides.

In progressing toward this goal, the Information Retrieval Section must interpret computer-based reference services to librarians and potential clientele, striving always for the integration of computer-based services within the area of total reference service to best meet patron needs. In so doing, the Information Retrieval section must: analyze user requests and guide patrons in the formulation of searches; enter, retrieve, modify and evaluate searches of computerized data bases; refer patrons to other appropriate resources both within and outside the SUNYA Library; and edit and distribute subject bibliographies and other library guides prepared by the reference services department.

Since the Information Retrieval Section represents a service which is relatively new and rapidly expanding, it must be expected that progress towards its goal will include obtaining access to additional computer-based reference resources appropriate to the subject areas of University instruction and research.

VII. DIVISION OF SPECIAL SERVICES

By
Anna May Lilly, Associate Librarian
and Associate Director, Special Services

The Special Services Division has met many of the short term objectives outlined in the previous annual report and every department in the Division has been busy and fulfilled the major objective of excellence in service to our patrons.

The Associate Director, to whom all departments of the Special Services Division report, held meetings of Department Heads on a biweekly basis. Each department head reported on activities of his department and brought up problems that needed attention. Some problems were solved by discussion at the meetings. Others were taken up with other units of the library and taken up again at a future meeting. Department heads reported back to the staff of the department so that everyone, both professional and clerical, was kept informed of library activities. In addition, at various times during the year, the Associate Director attended meetings of the departments so as to keep in touch with the programs in each area and to give employees an opportunity to bring up problems. Many problems were solved in this way.

Staff resignations, although not as many as in the previous year, had an effect on our operations. As of December 31, 1975, Dr. Susan Smith retired and that left vacant the position as Head of the Learning Resources Center. A job description was written for this position but the item is still frozen so no replacement has been hired. The Associate Director has been carrying on the functions that were related to the operations of the curriculum laboratory.

The Associate Director has spent much time in encouraging staff to take courses, become active on committees and to publish. This was one of the objectives from last year's report and the effort made by the Associate Director has yielded results. More members of the staff have taken courses; others have been active on committees both inside and outside the library; others have made beginnings in publishing. Effort along these lines will be continued.

The Associate Director has attended meetings of Capital District Library Council Committees, NYSECA, and several small meetings sponsored by NYSECA. The Associate Director continued to visit Rare Books Rooms, Special Collections, and Media Centers at various libraries.

The Associate Director served on two committees of the library faculty, the Exhibits Subcommittee and the Subcommittee on Library Programs.

Activities of the Associate Director outside the library included lectures in the School of Library and Information Science, talks to groups of students from the School of Education, a talk to a group of Faculty Wives. At the request of the School of Library and Information Science, the Associate Director gave a talk at the retirement dinner for Dr. Susan Smith and wrote up the dinner for the Alumni Newsletter.

The Associate Director continued to collect books for the collection

of children's series in the School of Library and Information Science. She purchased a great many books at antique shows to fill in the gaps in the collection. There is heavy use of these books for courses in the SLIS.

Another objective of last year's report on which we have made some progress is cable television. Meetings were held in the Division and recommendations were made to the Program Committee on the location for such units. The Committee has made recommendations to the Director on this project.

We have also met another objective by our cooperation with the School of Education in making the curriculum laboratory more available to students in the School and for practice teachers. These materials have had a great deal more use in the past year. The Associate Director has met with groups of students and has guided them in the use of materials.

The Associate Director had several meetings with faculty of the School of Education to plan for space for the Teacher Education Development Materials. Plans were completed for the move of these materials to the Learning Resources Center and for the coordination of these materials with curriculum materials available in the Center. Along with these materials, the librarian for TEDS and a graduate assistant are to be moved to the Center. Plans were also made for space for another group from the School of Education so that more intensive use of these materials can be promoted.

The administrative office of the Special Services Division is responsible for the assignment of independent study carrels to doctoral candidates and to faculty doing research. Since the number of persons needing carrels is much greater than the number of carrels available, the assignment involves much time and patience. Follow-up to obtain keys at the end of each session is a time consuming task. The secretary in the office is responsible for this task. There are 56 closed carrels on the second and third floors. It is necessary to assign three persons to each closed carrel to even partially meet the needs of the patrons. There are 48 open carrels of which four are assigned to handicapped patrons. There are 44 lockers that are assigned with the open carrels. In addition, there are 46 lockers in one of the lower corridors. During the year, 196 patrons were assigned to closed carrels. Sixty eight patrons were assigned to open carrels with lockers and 23 patrons were assigned lockers in the lower corridor.

All units of the Special Services Division have spent time in training staff so that all functions can be carried on to give better service to our patrons.

Another grant request was made for the Learning Resources Center under Title VI of the Higher Education Act but money was not received.

A major project this year for the University Archives was the pilot study for the SUNY system in the State's records inventory conducted by the Bureau of Records Management. The Records Administration for SUNY and the Archives librarian collaborated in the completion of this assignment. A total of 114 campus units with 859 record series were reported. The State expects to develop a record disposition schedule for State University records as an immediate outcome of this inventory. Such a guide will form the foundation for a systematic program of records retirement on this campus. The completion of a records inventory is the first and basic step in the accomplishment of archival objectives.

The Downtown Campus Branch Library expanded its orientation program during the year and worked especially with students from the Economic Opportunity Center. Empire State Students made heavy use of the library and they too needed a great deal of guidance in the use of the library.

The closing out of the James E. Allen College in June of this year will portend changes for the library at that campus. The two librarians are reviewing the collection and making plans for the changes necessary but until it is decided just what units will be housed on the downtown campus, it is difficult to proceed.

The Learning Resources Center has again expanded its program. The curriculum collection has been augmented by additional syllabi from New York State and other cities and states. A large number of new textbooks have been added to the collection as well as many multimedia kits. The service on these materials has been expanded.

Cooperation with the Educational Communications Center has continued. The Business Accounting Microfiche package was revised. A new package Alcohol, Tobacco, and Drugs was produced by ECC. This is for use by student teachers. Law requires that each one in the teaching program take this course. The Physics 122 and Physics 126 packages have also been added to the collection.

During the year, we added four new record players at the Center and eight sets of earphones for use with these sets. This has improved and expanded the use of phonodiscs. The Center also has on permanent loan from the Educational Communications Center five Beseler Cue/See machines. Four more of these have been ordered by the library for the Center.

The Special Collections Division had several additions to its collection. An important gift was a propaganda collection of material on World Wars I and II from many countries. Major additions have been made to the Company Files. An addition was made to Howard P. Jones manuscripts by Mr. George Cooley.

Another highlight of the year for Special Collections unit was the participation in the cooperative cataloging program of the Library of Congress by submitting cataloging information to be included in the National Union Catalog of Manuscript Collections. The three collections described were Fred R. Brown, Howard P. Jones, and Edwin R. VanKleeck papers.

The Film Service Unit continued its excellent service to the University and the schools in the area. There were 4030 bookings during the year of which 924 bookings were for the University at Albany. The staff received numerous comments on the excellence of the service.

The Library for the School of Library and Information Science completed changes in the physical set up so that a much more convenient and pleasing arrangement resulted. There were two outstanding additions to the collection; a facsimile copy of 1611 Bible, and a two volume set of Children's Books in the Rare Book Division of the Library of Congress.

A number of selected seminar papers were indexed in Library Literature. As a result, approximately 55 requests for the loan of these papers have been received from various libraries. These requests were filled through Interlibrary Loan.

A major project that affected the operation of the SLIS library was a decision to recatalog approximately 250 books of the PZ Collection of the University Library and to transfer them to the SLIS library. A number of these were children stories and folk tales in the foreign languages. These books are a significant addition to the children's literature collection.

Near the close of the year, two faculty members of the SLIS Library Committee met with the Associate Director and the Head of the SLIS library to discuss the report of the accreditation team and its comments on the library. It was felt that any deficiences mentioned in the report had been remedied. There was also a discussion of future projects that could be undertaken.

All of the staff of the Special Services have worked hard toward excellence in library service and we have received many favorable comments on the quality of our services. There has been cocperation among the staff of our units and with units in other departments of the library.

In order to continue excellence in library service to our patrons, the following objectives are listed for the coming year.

1. Continue to encourage staff to further their expertise by taking courses, working on committees, and publishing.

2. Obtain money through grants.

3. Publicize activities of all units by providing guides and bibliographies to patrons and other units of the library.

4. Publish bibliographies of our Special Collections.

5. Increase the number of times we teach the use of library resources and media in the classroom and to groups of students.

6. Plan for the SLIS library a collection on the history of libraries and librarianship in New York State.

7. Develop a collection of varied editions of the Clement Moore poem A Visit from St. Nicholas and plan an exhibit of these for Christmas 1976.

8. Plan changes in Collections as academic departments are moved so as to serve our users adequately.

UNIVERSITY LIBRARY

VIII. STATISTICS 1975/76

I. COLLECTIONS	1974/75	1975/76
A. Cataloged volumes added	48,942	38,095
B. Government documents added:		
1. Print	35,718	43,246
2. Microfiche (sheets)	64,220	47,554
3. Microprint (boxes)	447	71
4. Microfilm (reels)	709	48
Total units added (A + B.1-4)	150,036	128,895
C. Collection size May 31:		
1. Cataloged volumes	851,459	889,554
Government documents:		
2. Print	111,990	155,236
3. Microfiche (sheets)	536,720	584,274
4. Microprint (boxes)	2,187	2,258
5. Microfilm (reels)	1,285	1,333
6. Maps	7,300	7,300
Total Units	1,510,941	1,639,955

II. SERVICES		
Hours open	4,422	4,481
Number entering Main Library	1,290,732	1,341,720
Recorded circulation (includes two branch libraries)	278,000 (est.)	362,029
Unrecorded circulation (reshelving)	107,302	259,074
Reference & Instructional Questions:		28,900
Less than five minutes to answer	20,709	
More than five minutes to answer	5,817	
Information and Location Questions	25,344	21,073
Telephone Questions	4,701	N.A.
Interlibrary Lending	22,090	24,098
Loaned	10,304	9,992
Borrowed	11,786	14,106
Information Retrieval Searches	1,786	1,910
Library Orientation/Instruction		
Number of Sessions/Tours	92	123
Number of Persons	2,138	4,195
Photocopies (coin operated machines only)	767,881	1,377,001

III. ADMINISTRATION

	1974/75	1975/76
Number of Full Time Positions (excluding students)	171	162
Classified Service	103	98
NTP	15	14
Academic	53	50
Number of Resignations	24	21
Number of Appointments	27	4

IX

AWARDS

Zych, Maria
Co-recipient of the 1975-76 Outstanding Teacher Award.

PRESENTATIONS

Colwell, Carolyn
Presented talk at an "Information Retrieval Workshop" sponsored by the Council of Community Services of the Albany Area and the College of General Studies.

Martin, Naomi
Presented talk at an "Information Retrieval Workshop" sponsored by the Council of Community Services of the Albany Area and the College of General Studies.

Mielke, John
Presented talk at an "Information Retrieval Workshop" presented by the Council of Community Services of the Albany Area and the College of General Studies.

Miller, Elaine
Spoke on "Career Information Services in the SUNYA Library" at SUNYA Women's Caucus program on March 29th.

Roberts, Anne
Spoke on "How to Generate User Interest" for the Albany area Health Library Affiliates;
Led a workshop on library instruction "Getting Started" for the Rochester 3Rs Library Council;
Coordinator of talks presented at an "Information Retrieval Workshop" sponsored by the Council of Community Services of the Albany Area and the College of General Studies.

Whelan, Jean
Speech. "Getting the job - the interview." Career Survival Day sponsored by the School of Information Studies, Syracuse University (January 30, 1976).

PROFESSIONAL ORGANIZATIONS

Adams, Harriet
Capital District Library Council
Chairperson, Conservation Committee;
Library of Metropolitan Museum of New York, Visiting Committee.

Bell, Elizabeth
State University of New York Librarians Association
Alternate Delegate, Albany Campus;
Member, Planning Committee for annual SUNYLA Conference 1976.

PROFESSIONAL ORGANIZATIONS

Bruins, Ella
Eastern New York Chapter, Association of College & Research Libraries Membership Committee;
ERIC Clearinghouse on Information Resources, Liaison delegate for School of Library and Information Science.

Christiansen, Dorothy
Eastern New York Chapter, Association of College & Research Libraries
Member, Steering Committee
State University of New York Librarians Association
Member, 1976 Annual Meeting Planning Committee.

Collins, Mary Frances
American Library Association
Chairperson, Resources & Technical Services Division, Technical Services Administrators Medium Size Research Libraries Discussion Group, 1975/76;
Capital District Library Council
Board of Directors, 1976-

Dwyer, J.
American Library Association
Cataloging Code Revision Committee.

Farrington, Jean
State University of New York Librarians Association
Secretary, 1975/76;
Co-coordinator, SUNYLA Annual Meeting, June 1976.

Haviland, Morrison
Capital District Library Council
Member, Resources Committee.

Kaye, Ronald
American Library Association
Member, Intellectual Freedom Round Table Executive Committee;
Chairperson, Intellectual Freedom Round Table Membership Promotion Committee.

Knapp, Sara
American Library Association
Member, OLPR Equal Employment Opportunity Subcommittee;
Capital District Library Council
Chairperson, Computer Based Reference Services Committee.

LaCroix, Mina
Eastern New York Chapter, Association of College & Research Libraries. Secretary, Program Committee.

Lilly, Anna May
Capital District Library Council
Member, Resources Committee; Professional Development Committee
Eastern New York Chapter, Association of College & Research Libraries. Member, Membership Committee.

PROFESSIONAL ORGANIZATIONS

Mielke, John
American Library Association
Member, Intellectual Freedom Round Table Membership Promotion Committee;
Member, Government Documents Round Table Organization;
State University of New York Librarians Association
Member, Public Information and Communications Committee.

Miller, Elaine
State University of New York Librarians Association
Member, Professional Development Committee;
Eastern New York Chapter, Association of College & Research Libraries: Member, Program Planning Committee (Planned and Coordinated Conference "Retrenchment in Higher Education" held November 14).

Munzer, Marion
Capital District Library Council
Member, Resources Committee.

Opello, Olivia
Eastern New York Chapter, Association of College & Research Libraries: Member, Program Planning Committee (Planned and Coordinated Conference "Retrenchment in Higher Education" held November 14).

Place, Judith
Eastern New York Chapter, Association of College & Research Libraries: Member, Communications Committee.

Polakof, Susan
Eastern New York Chapter, Association of College & Research Libraries: Chairman, Membership Committee;
Member, Conference Planning Committee.

Rice, Barbara
Special Libraries Association, Upstate New York Chapter
Member, Committee to compile a revised edition of "A Directory of Special Libraries and Research Resources in New York State;
Eastern New York Chapter, Association of College & Research Libraries: Member, Steering Committee;
Member, Program Committee;
Capital District Library Council
Member, Resources Committee.

Roberts, Anne
Eastern New York Chapter, Association of College & Research Libraries: Chairperson, Steering Committee;
Member, Program Planning Committee (Planned and Coordinated Conference "Retrenchment in Higher Education" held November 14).
North Eastern Modern Language Association
Chairperson, Women and Literature Section;
American Library Association
Member, Reference & Adult Services Division Standards Committee;
State University of New York Librarians Association
Member, Nominating Committee.

PROFESSIONAL ORGANIZATIONS

Schmidt, C. James
Association of College & Research Libraries
Chairman, Academic Status Committee;
Vice-chairman and chairman-elect, University Libraries Section;
Member, Board of Directors;
Capital District Library Council
Member and vice-president, Board of Trustees.

Shaffer, Kay
Association of College & Research Libraries
Secretary, Western European Language Discussion Group;
Eastern New York Chapter, Association of College & Research Libraries: Member, Ad Hoc Program Planning Committee for Fall '75 Conference;
Member, Steering Committee;
Member, Membership Committee;
State University of New York Librarians Association
SUNYA delegate;
Coordinator, Professional Development Committee, Area III
Coordinator, SUNYLA annual meeting, June 1976.

Stevenson, Sarah
Music Library Association
Member, Local arrangements Committee for the Spring Conference, New York Chapter.

Whalen, Jean
American Library Association
Member, Association of College & Research Libraries Chapter Committee
Member, Large Academic Libraries on Staff Development Committee;
Member, Ad Hoc Committee of Personnel Officers of Large Academic Libraries;
State University of New York Librarians Association
Chairperson, Personnel Policies Committee;
Eastern New York Chapter, Association of College & Research Libraries: Member, Program Planning Committee (Retrenchment in Higher Education: Implications for Libraries, Nov. 14, 1975).
Member, Steering Committee.

Yerburgh, Mark
Eastern New York Chapter, Association of College & Research Libraries: Member, Communications Committee;
State University of New York Librarians Association
Member, 1976 Annual Meeting Planning Committee.

PUBLICATIONS

Applebaum, Hannah
Engaged in doing the Master Index for A Bibliography of the Arts in America: A Project for the Bicentennial, Archives of American Art, Smithsonian Institution.

Collins, Mary Frances
Editor, College and Research Libraries News, January 1975-

Dowling, Anne
Assistant Editor, College & Research Libraries News, January 1975-

Farrington, Jean
Book reviewer for Select Press Review, Library Journal;
Co-editor, "Retrenchment in Higher Education...," Video tape of the Eastern New York Association of College and Research Libraries Chapter Conference, November, 1975;
Abstractor, Women Studies Abstracts.

Gavryck, Jacquelyn
"The SUNY Librarians' Faculty Status Game" published in Journal of Academic Librarianship, 1 #3 (1975) 11-13;
Reviewed the major adult encyclopedias on the topics of film and drama for the ALA Reference and Subscription Books Review Committee for Subscription Books Bulletin.
Editor of the SUNYLA Newsletter.

Groark, James
"School Book Clubs: A Profile of Reading Interests." Submitted for publication March 1976;
"How Non-Resident College Students Use Media and Libraries." Audiovisual instruction, May 1976;
"Use of Non-Print Learning Resources by External Degree Students." Educational Technology, February 1976.

Kaye, Ronald
Reviewer for Library Journal and What's New in Scholarly Books.

Lilly, Anna May
Reviewer for Comparative Evaluation of English Language Encyclopedias. In progress and to be published in Subscription Books Bulletin.

Mielke, John
Assistant to the editor of the SUNYLA Newsletter.
"Faculty Status for Librarians in the State University of New York, a Short History" is being issued through the ERIC Clearinghouse.

Munzer, Marion
Faculty Publications and Creative Activities, 1974-75. Compiler and editor.

Opello, Olivia
"Acquisitions Overkill in Science Libraries and an Alternative" an article accepted for publication by College and Research Libraries.

PUBLICATIONS

Place, Judith
Film Literature Index. Indexer of Spanish and Portuguese periodicals.

Roberts, Anne
"The Card Catalog: and "A Search Strategy for Library Research", two library orientation slide-tapes;
Editorial Board for Best of Library Literature 1971;
"University Library Faculty Governance: The Use of Video Tape in Group Process" - article has been accepted for publication by Wilson Library Bulletin.

Schmidt, C. James
"Collective Bargaining & Academic Librarians; a Review of the Decisions of the NLRB." College & Research Libraries News (January, 1976) pp. 1-3.

Whalen, Jean
Report. ACRL Preconference Institute on Collective Bargaining in Higher Education: Its implications for Governance and Faculty Status for Librarians. College & Research Libraries News, vol. 36 no. 5, September 1975, pp. 241-242+

Yerburgh, Mark
Consultant, Harvester Press's Speeches of World Leaders, 1976-
Reviewer/Abstracter:
Library Journal: a variety of short reviews;
Microform Review: several long review articles;
Historical Abstracts: abstracting assignments;
American History and Life: abstracting assignments.

SABBATICALS

Applebaum, Hannah.

Chatterton, Robert G.

TEACHING

Adams, Harriet
Workshop on Conservation of Library Materials at School of Library and Information Science, Coordinator.

Bell, Elizabeth
Orientation. A lecture to class in School of Library and Information Science.

Farrington, Jean
"Periodicals User Survey" - Presentation to LIB 627, Library Orientation and Instruction in the Academic Library, Feb. 4, 1976.

TEACHING

Gavryck, Jacquelyn
Taught courses on "Computer-Based Reference Services" in the School of Library and Information Science during the June and January Intersession;
Lectured to LIB 605 on the "Information Retrieval Search Analyst" and the "Reference Interview" in April.

Groark, James
Member, Panel on User Surveys, February 4, 1976, SUNYA School of Library and Information Science.

Knapp, Sara
Taught courses on "Computer-Based Reference Services" in the School of Library and Information Science during the June and January Intersession;

Lee, Tae Moon
Guest lecturer for the Institute on Library Service to the Business Community presented as a pre-summer session course in the School of Library and Information Science.

Mielke, John
Presented a two day workshop on "Measuring Library Service," April 2nd and May 7th, in the School of Library and Information Science.

Roberts, Anne
Taught a mini-course in the School of Library and Information Science during the Spring Session on "Library Orientation and Instruction in the Academic Library."

Shaffer, Kay
Independent study project (Lib. 669) in Slavic Studies.

Schmidt, C. James
LIS 680 (Spring, 1976) Collective Bargaining in Academic Libraries.

Stevenson, Sara
Independent study project (Lib. 669) in Advanced cataloging.

UNIVERSITY and COMMUNITY SERVICE

Christiansen, Dorothy
Member, Committee on Innovative and Interdisciplinary Study, Graduate Academic Council.

Eames, Harriet
Served on the University Committee on Nominations and Elections.

Gavryck, Jacqueline
Member of the SUNY Faculty Senate Committee on Personalities.

Groark, James
Historian, City of Rensselaer. Edited historical literature for the Rensselaer County Bicentennial Celebration, Summer 1975;
Director of Continuing Education, Rensselaer City School District.

UNIVERSITY and COMMUNITY SERVICE

Kaye, Ronald
Member of the SUNYA Students for the Improvement of Programs for the Handicapped.

Knapp, Sara
Secretary of the University Community Council during the past academic year.

LaCroix, Mina
Member, President Benezet's Ad Hoc Committee on Faculty Grievance.

Lee, Tae Moon
Faculty advisor to the Student Photo Service and "Torch" Yearbook;
Member of the Camp Dippikill Governing Board;
Judge for the SUNYA Community Monthly Photo Contest.

Lilly, Anna May
Graduate Academic Council;
Committee on Curriculum and Instruction, Chairman;
Cognate Field Committee (Tenure) for School of Library and Information Science.

Mielke, John
Member of the SUNYA Senate;
Member of the Student Affairs Council;
Member of the Student Conduct Committee;
Member of the School of Library and Information Science Cognate Field Committee for Promotion and Continuing Appointment.

Miller, Elaine
Member, SUNYA Undergraduate Academic Council, Committee on Honors and Independent Study;
Secretary for the Albany Chapter of United University Professions.

Place, Judith
State University of New York at Albany
Member, Athletic Finance Committee.

Rice, Barbara
University Senator.

Roberts, Anne
Cognate Field Committee for Promotion and Continuing Appointment.

Snyder, William
Served as a consultant to the Bethlehem Public Library for the selection of photocopy equipment;
Served as a professional volunteer one evening weekly beginning in January 1976, at the reference desk of the Troy Public Library.

Bell, Elizabeth
State University of New York, Provost's Council for Lifelong Learning.